

OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
May 18, 2021

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Christina Wooten at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Scott Ward called the roll. Attending were: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Absent: None.
3. The Minutes of the Regular Meeting of the OAB, conducted on April 20, 2021, were reviewed. A motion was made by Mr. Luttrull to approve the minutes as presented. The motion was seconded by Mr. Getchell. Motion carried.
Yeas: Christina Wooten, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.
4. **Chairperson's Report-Christina Wooten:** Ms. Wooten welcomed visitors including board members Rex Koller and Jeff Lower who would be starting on the Board in July. She welcomed them to ask questions of any of the Board Members. She also reminded the Board that the June meeting would include the election of officers for the new Board.
5. **Administrator's Report (Board Report):** Ms. Smith reported that she had been doing inspections and finalizing the budget for submission to the committee.
6. **Committee Reports.**
 - a.) **Budget and Finance – J Thomas:** Mr. Thomas gave an update on the budget and presented the "Six Digit Expenditure Detail" Report showing monthly expenses of \$21,280.90. The next report is the "Outstanding Encumbrances". This is a list of expenses that we may or may not use; that amount is \$35,369.51. If we go to our "Operating Comparison" our total budget for this year is \$285,226.00.00 and our total expenses and encumbrances are \$218,130.30 for an annual variance of \$67,095.98. The next report is the "Summary of Receipts and Disbursements" showing revenue of YTD of \$266,125.44 and YTD expenditures are \$198,747.55 for a YTD overage of \$67,377.89. This leaves us with an ending cash balance of \$825,275.18. After review and discussion, a motion was made by Mr. Thomas to approve the report as presented. Second by Mr. Bailey. Motion carried.
Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.

Proposed FY2022 Budget: Mr. Thomas called attention to the proposed budget in the Board Members' packet. The projected income for the year is \$292,320.00 and projected expenditures with were very few changes from last year with the exception of some proposed wage changes for staff and the removal of audit expenses. The total

expenditures are projected are \$273,709.84 for an estimated profit for the year of \$18,610.16. After review and discussion, a motion was made by Mr. Thomas to approve the proposed budget as presented with the exception of the salary increases which will be reviewed and discussed at an Executive Session at the June Board Meeting. Second by Mr. Bailey. Motion carried.

Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.

- b.) **Rules and Regulations – Mark Luttrull:** Mr. Luttrull gave a legislative update that our Bills HB2501 (allowing Board Members to be reappointed) and HB2326 (establishing authorized agents) were passed but HB2500 (requiring abstractor Board Members to hold an abstractors license) was vetoed by the Governor. Ms. Smith reported that the proposed Rule changes had passed through the legislature and were waiting for the Governor's action. He also asked the Rules Committee to meet for a short time after the Board Meeting.
- c.) **Licensing and Testing-Kenneth McDowell:** Mr. McDowell reported that there had not been any testing since the last meeting. The next test will be on May 20th at the testing center and at the Basic Abstractors School on May 26th.
- d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been eight inspections since the last board meeting but that they were not completed in time for the Enforcement Committee meeting this month so would be presented at the June Board Meeting.
- e.) **Enforcement Committee Reports-Robert Getchell:**
 - Applications for Licenses:** Presented to the Board for approval was a list of applicants for abstract licenses or renewals, which are set out in the attachments hereto. A motion was made by Mr. Getchell to approve all of the licenses presented, subject to administrative review and to make sure all compliance issues were met and appropriate fees paid. Second by Mr. Mapes. Motion passed.
Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.
 - Renewal of Certificate of Authority (No Fee Changes):** Presented to the Board for approval were applications for renewal of Certificate of Authority without any changes to the fees on their rate sheets by Custer County Abstract Co., Southern Abstract and Title Company (McCurtain), Sulphur Abstract & Title Company (Murray), and Washington County Abstract dba Southern Abstract (Washington). A motion was made by Mr. Getchell to approve the applications. Second by Mr. Coffman. Motion passed.
Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: Mr. Luttrull voted no on Southern Abstract and Title Company (McCurtain), and Washington County

Abstract dba Southern Abstract (Washington) because he felt their fees for Final Title Reports are excessive.

Renewal of Permit to Build an Abstract Plant: Presented to the Board for approval was an application for Renewal to Build an Abstract Plant by Oklahoma Digital Abstract, LLC dba Delaware County Abstract. A motion was made by Mr. Getchell to approve the application. Second by Mr. Bailey. Motion passed.

Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward.

Investigations:

OAB-2020-INV01: The Consent Order issued to AAA Abstract in Adair County as the result of the information gathered during the investigation was agreed to and the signed Consent Order had been signed and returned. Ms. Smith asked for a motion to accept the Consent Order.

A motion was made by Mr. Coffman. Second by Mr. Luttrull. Motion passed.

Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.

7. **New Business:** Ms. Wooten asked for new business. There was none.
8. **Report Legal Counsel-Marie Schuble:** Ms. Schuble reported that the Governor had issued an Executive Order officially ending the emergency status on June 3rd. She also worked with the Enforcement Committee and Rules Committee and would provide an update to the lawsuit in Executive Session.
9. **Visitor's Comments:** Ms. Wooten asked for any visitor comments. Ms. Mitzi Combs, with the Oklahoma Land Title Association announced the OLTA Convention and invited the Board to attend.
10. **Announcement of next meeting:** Tuesday, June 15, 2021, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. **Adjournment:** Ms. Wooten asked for a motion to adjourn the meeting. Motion was made by Mr. McDowell. Second by Mr. Bailey. Motion passed.
Yeas: Christina Wooten, J. Thomas, Jeff Mapes, John Bailey, Ken McDowell, Mark Luttrull, Randy Coffman, Robert Getchell, and Scott Ward. Nos: None.